



Arizona Government University

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ARIZONA GOVERNMENT UNIVERSITY DP USER AFFIRMATION STATEMENT

Employees who have access to Arizona Government University (AzGU) data and data processing computers are prohibited from the following:

1. Revealing AzGU data to any persons outside or within AzGU who have not been specifically authorized to receive such data.
2. Attempting or achieving access to AzGU data not specifically related to their mandated job duties.
3. Entering/altering/erasing AzGU data for direct or indirect personal gain or advantage.
4. Entering/altering/erasing AzGU data maliciously or in response to real or imagined abuse, or for personal amusement.
5. Using AzGU terminals, PC's, printers and/or other equipment for other than work related purposes.
6. Using another person's personal AzGU password.
7. Revealing their personal AzGU password to another person.
8. Asking another user to reveal a personal AzGU password.
9. Using software on the local area network (LAN), or on any PC in any manner other than in accordance with the license agreement.
10. Making, acquiring or using unauthorized copies of computer software.
11. Bringing in software (from outside the Agency) for use on the LAN or PC without the prior written permission of their Supervisor, Assistant Director and the Information Services Division.

In addition to the above, AzGU employee will recognize that:

1. AzGU licenses the use of computer software from a variety of outside companies. AzGU does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.
2. Any AzGU employee who knows of any misuse of software or related documentation within the agency shall notify the employee's manager, supervisor, or Assistant Director.
3. According to U.S. Copyright Law, 17 USC Sections 101 and 506, illegal reproduction of software can be subject to criminal damages up to \$250,000 and/or up to 5 years imprisonment.
4. In the event that an employee is used or prosecuted for the illegal reproduction of software, the employee will not be represented by AzGU or the Attorney General.

Failure to comply with this policy or misuse of department property including computer programs equipment and/or data, may result in disciplinary action including dismissal, and/or prosecution in accordance with any applicable provision of the law including Arizona Revised Statutes, Section 13-2316.

EMPLOYEE: My signature below confirms that I have read this form and accept responsibility for adhering to this policy. Failure to sign this statement will mean that I will be denied access to AzGU data, computer equipment, and Software.

SUPERVISOR: My signature below confirms that I have discussed this statement with the employee and am satisfied that the Employee understands and accepts his/her responsibility for adhering to this policy.

Name (Last, first, MI)	Signature	Division/Section & Phone	Date

Routing: Original to Employee’s Personnel File